



# Indiana Department of Education

SUPPORTING STUDENT SUCCESS

## MEMORANDUM

**TO:** Superintendents and Principals

**FROM:** Office of School Transportation and Emergency Planning

**DATE:** August 28, 2009

**SUBJECT:** Emergency Preparedness Plan Review

### Emergency Preparedness Plan Review

To comply with Title **511 IAC 6.1-2-2.5(b)** of the State Board of Education rules, superintendents are to review and revise, if necessary, their corporation's emergency preparedness plans. The review process must be completed and certified to the Department of Education within sixty (60) days after the beginning date of school.

The certification may be provided on the attached form by U.S. mail or facsimile. It is not necessary to do both.

Additionally, in accordance with **IC 5-2-10.1-9 School safety specialists duties**; we are requesting each school corporation provide the name of their designated safety specialist. The name should be included on the attached certification form.

Do not send copies of your emergency plans to the Department. The plans should be kept on file in each school and available for inspection by the Department.

For assistance please contact the Office of School Transportation & Emergency Planning at 317-232-0890 or by e-mail to Tobi Gummer at [tgummer@doe.in.gov](mailto:tgummer@doe.in.gov).